

Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Community Center Name]

[Community Center Address]

[City, State, Zip Code]

Dear [Community Center Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership at [Community Center Name], effective immediately. Due to unforeseen family commitments, I regret that I can no longer continue my membership.

I would like to take this opportunity to thank you and the staff for the wonderful experiences I have had during my time at the center. I truly appreciate all the support and activities provided.

Please let me know if you require any further information from my side to process this cancellation. I would appreciate a confirmation email once my membership has been officially canceled.

Thank you for your understanding.

Sincerely,

[Your Name]